

SECTION 8 WELFARE TO WORK VOUCHERS: IMPLEMENTATION WORKPLAN

The Implementation Workplan is designed to help you and your program partners finalize all the key elements of your program, including tasks, responsibilities, and timelines.

The Implementation Workplan identifies the following key elements:

- A. Needs Assessment
- B. Program Goals and Objectives
- C. Eligibility, Selection, and Termination Criteria
- D. Community Partnerships and Linkages
- E. Organization Structure
- F. Outreach to Eligible Families
- G. Outreach to Landlords
- H. Housing Services Assistance
- I. Outreach to Employers
- J. Case Management/Supportive Services
- K. Monitoring Outcomes and Evaluation

A. NEEDS ASSESSMENT

What are the demographics and community needs for your targeted community? What are the major issues impacting family self-sufficiency? What are the major housing issues in your community?

TASKS, RESPONSIBILITIES AND TIMELINES

Task	Responsibility	Task Completed	Task Start Date

OUTCOMES

Please list your expected outcomes for this activity.

B. PROGRAM GOALS AND OBJECTIVES

What are your program goals and objectives? How will you measure your progress in meeting these goals and objectives?

TASKS, RESPONSIBILITIES AND TIMELINES

Task	Responsibility	Task Completed	Task Start Date

OUTCOMES

Please list your expected outcomes for this activity.

C. ELIGIBILITY, SELECTION, AND TERMINATION CRITERIA

What are your criteria for program eligibility, assessment and selection of participants, and program termination policies? Who will have primary responsibility for these activities?

TASKS, RESPONSIBILITIES AND TIMELINES

Task	Responsibility	Task Completed	Task Start Date

OUTCOMES

Please list your expected outcomes for this activity.

D. COMMUNITY PARTNERSHIPS AND LINKAGES

Who are your key community partners? What are their roles and responsibilities? Is there an MOU with the local TANF agency? With other local agencies? How will your program be linked to FSS and other housing authority resident service programs?

TASKS, RESPONSIBILITIES AND TIMELINES

Task	Responsibility	Task Completed	Task Start Date

OUTCOMES

Please list your expected outcomes for this activity.

E. ORGANIZATION STRUCTURE

What is the organization structure for implementing this program? Will the housing authority manage the program or will it be contracted out to another agency? Who is the project staff and what are their roles and responsibilities?

TASKS, RESPONSIBILITIES AND TIMELINES

Task	Responsibility	Task Completed	Task Start Date

OUTCOMES

Please list your expected outcomes for this activity.

F. OUTREACH TO ELIGIBLE FAMILIES

What are your strategies and schedule for outreach to eligible families? How will you coordinate your outreach activities with other agencies? Who will be responsible for coordinating outreach?

TASKS, RESPONSIBILITIES AND TIMELINES

Task	Responsibility	Task Completed	Task Start Date

OUTCOMES

Please list your expected outcomes for this activity.

G. OUTREACH TO LANDLORDS

What are your strategies and schedule for outreach to existing and potential landlords? What is your current leasing schedule? How will you maintain communications with landlords? Who will have primary responsibility for these activities?

TASKS, RESPONSIBILITIES AND TIMELINES

Task	Responsibility	Task Completed	Task Start Date

OUTCOMES

Please list your expected outcomes for this activity.

H. HOUSING SERVICES ASSISTANCE

*What housing search assistance will be provided to program participants? What is the schedule for providing this assistance?
Will there be a housing assistance orientation workshop for program participants? Will on-going tenant counseling be available?
Who will have primary responsibility for these activities?*

TASKS, RESPONSIBILITIES AND TIMELINES

Task	Responsibility	Task Completed	Task Start Date

OUTCOMES

Please list your expected outcomes for this activity.

I. OUTREACH TO EMPLOYERS

How are you linking with local employers? Will there be ongoing coordination with participating employers? Who will be responsibility for this activity?

TASKS, RESPONSIBILITIES AND TIMELINES

Task	Responsibility	Task Completed	Task Start Date

OUTCOMES

Please list your expected outcomes for this activity.

J. CASE MANAGEMENT/SUPPORTIVE SERVICES

Who will be responsible for providing case management? How will case management activities be coordinated with the local TANF agency? How will individual employment and self-sufficiency plans be developed for each household? Do you have a matrix of all services available to participants and who will be providing these services?

TASKS, RESPONSIBILITIES AND TIMELINES

Task	Responsibility	Task Completed	Task Start Date

OUTCOMES

Please list your expected outcomes for this activity.

K. MONITORING OUTCOMES AND PROGRAM EVALUATION

How will you monitor program outcomes both for HUD and internally? How will you set standards to determine the success of your program? Who will be responsible for program monitoring and evaluation?

TASKS, RESPONSIBILITIES AND TIMELINES

Task	Responsibility	Task Completed	Task Start Date

OUTCOMES

Please list your expected outcomes for this activity.